



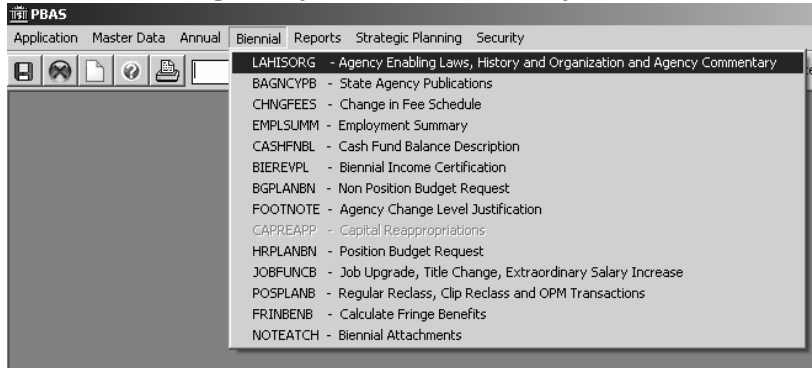
AN AASIS SUPPORT CENTER TRAINING GUIDE

PBAS Biennial Budgeting Documentation

Agency Enabling Laws History and Organization Agency Commentary

- This screen has three tabs, one for enabling laws, one for history and organization, and one for agency commentary.
- The information on these screens was copied from the PBAS screens for the last biennium.
- You will review and edit the information that is already in PBAS.

Agency Enabling Laws History and Organization Agency Commentary



From the menu, choose Biennial and select LAHISORG—Agency Enabling Laws, History and Organization and Agency Commentary.

The screenshot shows a web application window titled "PBAS - LAHISORG - Agency Enabling Laws, History and Organization and Agency Commentary". The top navigation bar includes links for "Application", "Master Data", "Annual", "Biennial", "Reports", "Strategic Planning", and "Security". Below this, a toolbar contains icons for file operations and a search box. The user is identified as "User: clwooley@PRODUCTION" and the date is "Date: 5/14/2004 10:42:58 AM".

The main content area is divided into sections for data entry. The "Agency Enabling Laws, History and Organization and Agency Commentary" section includes fields for "Business Area" (0634), "Division" (a dropdown menu), and "Fiscal Year" (2006). Below these fields is a rich text editor with a toolbar containing bold, italic, underline, bulleted list, numbered list, link, and unlink icons. The editor's text area shows "Act 1607 of 2003" and "AR Code §25-8-107".

At the bottom of the main content area, there are three tabs: "Enabling Laws", "History and Organization", and "Agency Commentary". The "Enabling Laws" tab is currently selected.

Enter the business area and fiscal year 2008. Select the Enabling Laws tab. Edit the agency's appropriation acts and enabling laws on this tab.

PBAS - [LAHISORG - Agency Enabling Laws, History and Organization and Agency Commentary]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/14/2004 10:46:00 AM

Agency Enabling Laws, History and Organization and Agency Commentary

Business Area 0634 DFA - CHILD SUPPORT ENFORCEMENT

Division

Fiscal Year 2006

Select the History and Organization tab.

B I U [List of icons] [12] [Normal]

Enabling Laws History and Organization Agency Commentary

In 1975 the Social Security Act was amended by Congress to add part IV-D that established the Child Support Program. In order to receive federal funds for the Aid to Families with Dependent Children (AFDC) Program, each state had to establish and operate a child support program. The Arkansas program began in 1977. The mission of the program is to provide assistance to children and families in obtaining financial and medical support due them by requiring parents absent from the home to assume responsibility for the social and economic well-being of their children.

The program is responsible for locating parents, establishing paternity and orders for child and medical support, collecting and disbursing the support owed and bringing enforcement action when payments are not made. Workers assigned to the agency provide investigative and legal services on cases assigned to the agency, and provide the administrative and

Edit or paste text for the history and organization detail.

PBAS - [LAHISORG - Agency Enabling Laws, History and Organization and Agency Commentary]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/14/2004 11:02:20 AM

Agency Enabling Laws, History and Organization and Agency Commentary

Business Area 0634 DFA - CHILD SUPPORT ENFORCEMENT

Division

Fiscal Year 2006

Select the Agency Commentary tab.

Enabling Laws History and Organization Agency Commentary

The Arkansas Office of Child Support Enforcement is responsible for locating absent parents, establishing paternity, establishing orders for child support, collecting, distributing the funds collected to the appropriate case and disbursing the child support funds, and enforcing payment of support orders. Funding for this appropriation consists of a combination of Federal reimbursement, fees for collection services, and the State Central Services Fund. Total Base Level for the agency is \$55,615,441 in FY04 and \$56,304,030 in FY05, with 887 positions authorized for each year. Base level includes a 2.7% payplan increase each year over FY03 Budgeted Levels, with a corresponding increase in matching amounts.

The agency seeks to restore 40 positions, currently authorized but not budgeted due to Personnel Cap Level restrictions. The Office of Child Support Enforcement needs these positions restored to their current authorized level to be able to maintain normal operations. With increased caseloads our number of positions filled continues to climb. Without these positions restored, there would be

Edit or paste text for the agency commentary detail.

Record(s) updated successfully

PBAS - [LAHISORG - Agency]

Application Master Data Agency

Agency Enabling Laws, History and Organization Agency Commentary

Business Area

Division

Fiscal Year

DATA IS REQUIRED ON ALL THREE TABS.

Hint: If you are not ready to enter all three tabs, just enter one word on any blank tab prior to saving and return later.

Enabling Laws History and Organization Agency Commentary

The Arkansas Office of Child Support Enforcement is responsible for locating absent parents, establishing paternity, establishing orders for child support, collecting, distributing the funds collected to the appropriate case and disbursing the child support funds, and enforcing payment of support orders. Funding for this appropriation consists of a combination of Federal reimbursement, fees for collection services, and the State Capital Budget. The appropriation for the agency is \$55,615,441 in FY04 and \$56,304,000 in FY05. The appropriation is authorized for each year. Base level includes a 2.7% payplan increase in matching amounts.

The agency seeks to restore 40 positions to their current authorized level to be able to maintain normal operations. With increased caseloads, our budgeted due to Personnel Cap Level restrictions. The Office of Child Support Enforcement needs these positions restored to their current authorized level to be able to maintain normal operations. With increased caseloads, our

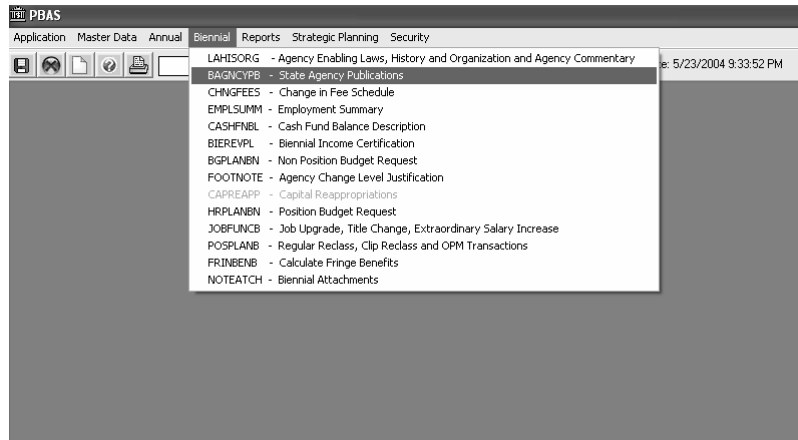
PBAS

Do you want to save the changes?

Yes No

Click save and then click yes to save the detail.

State Agency Publications



From the menu, choose Biennial and select BAGNCYPB -- State Agency Publications.

Enter the Business Area and Fiscal Year 2008. Press the enter key.

PBAS - [BAGNCYPB - State Agency Publications]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@UAT Date: 5/23/2004 9:37:29 PM

State Agency Publications

Business Area: 0834 DFA - CHILD SUPPORT ENFORCEMENT

Division:

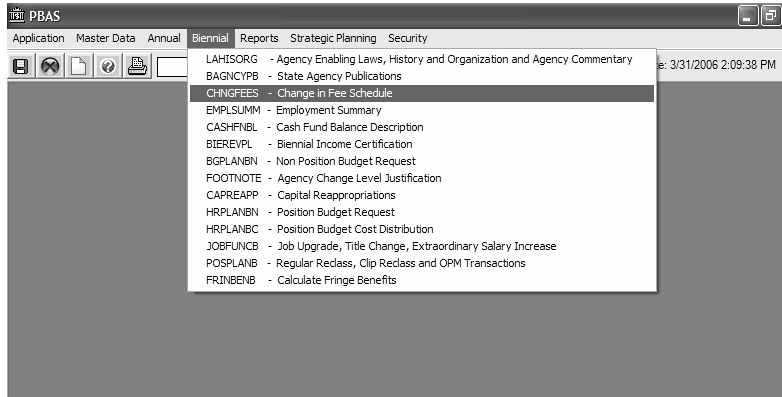
Fiscal Year: 2006

Publication	Statutory Authorization	Required by Governor	Required by General Assembly	Number of Copies Pl
▶ Direct Deposit Form and Inst	N/A	N	N	50
Employers Guide to Child Su	N/A	N	N	60
Financial Institution Data Ma	N/A	N	N	80
Give Your Child a Gift that L	20-18-408 (2) (3)	N	N	80
Non-TEA Application Packet	N/A	N	N	15
OCSE Information Guide	N/A	N	N	50
OCSE Policy Manual	25-15-203	N	N	1
Paternity Acknowledgement	20-18-408(2)	N	N	20
Paternity Acknowledgement	20-18-408 (2) (3)	N	N	15
Voluntary Paternity Acknowl	20-18-408 (2) (3)	N	N	15

Data entered from the FY07 Annual Plan will be displayed. Update this information if necessary.

When all information is correct, click the save icon and then click Yes to save the detail.

Change in Fee Schedule



Select Biennial from menu

Click CHNGFEES – Change in Fee Schedule

PBAS - [CHNGFEES - Change in Fee Schedule]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 3/31/2006 2:11:46 PM

Change in Fee Schedule

Business Area 0634 DFA - CHILD SUPPORT ENFORCEMENT

Division

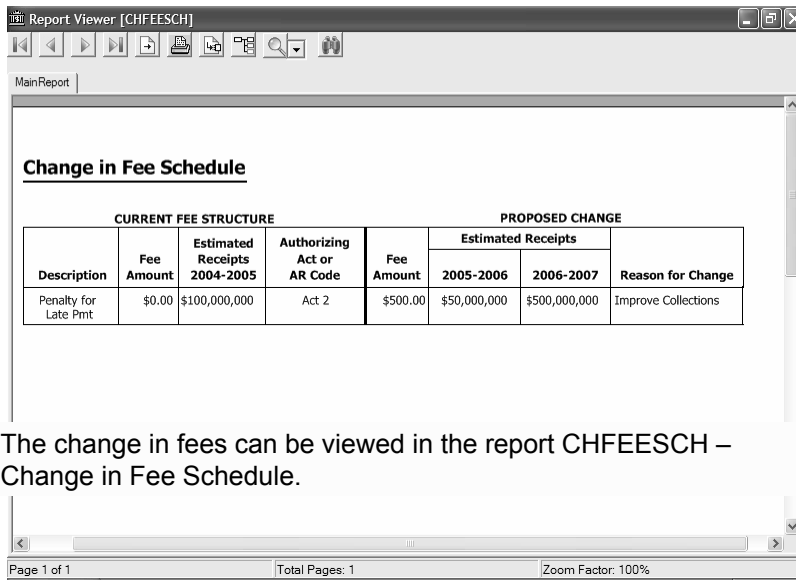
Fiscal Year 2008

Description	Current Fee Amount	Estimated Receipts Budget	Authorizing Act or AR Code	Proposed Fee Amount	Year 1 Estimated Receipts	Year 2 Estimated Receipts	Reason for Change
Penalty for Late Pmt		100,000,000	Act 2	500	50,000,000	500,000,000	Improve Collect

Enter Description, Current Fee Amount, Estimated Receipts Budget, Authorizing Act, Proposed Fee Amount, Estimated Receipts and Reason for Change.

AASIS Support Center
April 2006

3



Report Viewer [CHFEESCH]

Main Report

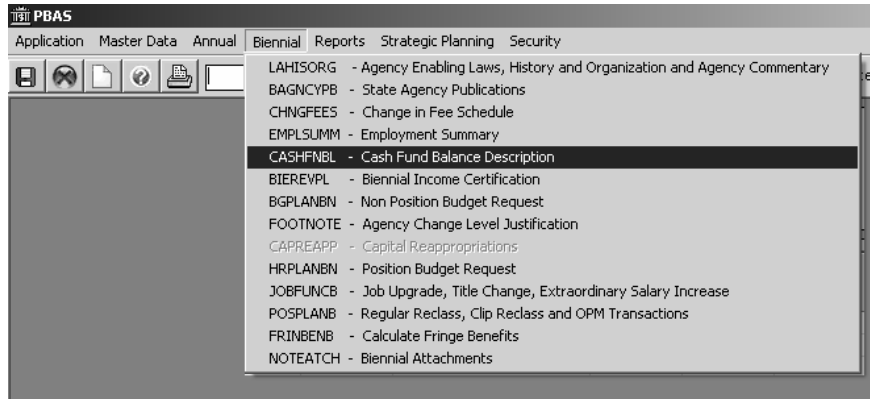
Change in Fee Schedule

CURRENT FEE STRUCTURE				PROPOSED CHANGE			
Description	Fee Amount	Estimated Receipts 2004-2005	Authorizing Act or AR Code	Fee Amount	Estimated Receipts		Reason for Change
					2005-2006	2006-2007	
Penalty for Late Pmt	\$0.00	\$100,000,000	Act 2	\$500.00	\$50,000,000	\$500,000,000	Improve Collections

Page 1 of 1 Total Pages: 1 Zoom Factor: 100%

The change in fees can be viewed in the report CHFEESCH – Change in Fee Schedule.

Cash Fund Balance Description



Select Biennial from menu

Click CASHFNBL – Cash Fund Balance Description.

Enter the business area and Fiscal Year 2008. Do not press enter.

Enter data in all columns of the grid. Click the save icon.

PBAS - [CASHFNBL - Cash Fund Balance Description]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: chwooley@UAT Date: 5/27/2004 2:33:44 PM

Cash Fund Balance Description

Business Area 0634

Division

Fiscal Year 2006

Fund	Fund Balance	Type	Location	Statutory Restriction
7006101	10,000	Investment Account	Bank of America	Fees remitted to S
7006103	200,000	Investment Account	Bank of America	Fees remitted for I
7006104	50,000	Investment Account, Investment	Bank of America, Little Rock, AR	Fees remitted for I

PBAS

Do you want to save the changes?

Yes No

Click Yes to save the changes.

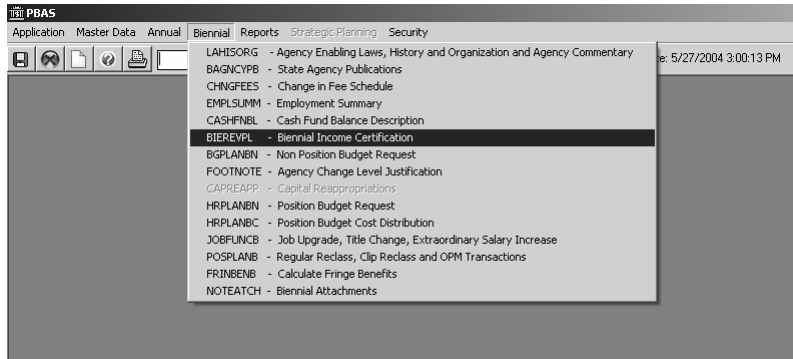
AASIS Support Center
April 2006

3-18

View the document in the CFDSRPT—Cash Fund Balance Description Report.

AASIS Support Center
April 2006

Biennial Income Certification



Select Biennial from menu

Click BIEREVPL—Biennial Income Certification

Enter the business area, version and fiscal year 2008. Enter Funds Center. Fund is an optional entry (added for DHS and Education). Most agencies should enter funding at the funds center level as was done for the Annual Operations Plan. Press enter.

The Add Revenue Plan becomes active.

Click the Add Revenue Plan button or press (Alt) R. The Add Revenue Plan box will pop up. Select the funding source needed. All funding sources except fund balance can be used more than once.

AASIS Support Center
April 2006

PBAS - [BIEREVPL - Biennial Income Certification]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/27/2004 3:52:30 PM

Biennial Income Certification

Business Area 0634

Division

Version 1

Fiscal Year 2006

Funds Center 120

Fund

Add Revenue Plan

Funding Source	Fund Title or Description	Budget Amount	YR 1 Estimated Income	YR 2 Estimated Income
Fund Balance	Estimated	\$1,319,684	\$600,000	\$600,000

Enter Title or Description, Budget Amount, and Estimated Income for each year of the biennium. Click the Add Revenue Plan button again if more funding sources are needed.

PBAS - [BIEREVPL - Biennial Income Certification]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/27/2004 3:05:56 PM

Biennial Income Certification

Business Area: 0634

Division:

Version: 1

Fiscal Year: 2006

Funds Center: 120

Fund:

Add Revenue Plan

Funding Source	Fund Title or Description	Budget Amount	YR 1 Estimated Income	YR 2 Estimated Income
Fund Balance	Estimated	\$1,319,684	\$600,000	\$600,000
Federal Revenues	Title IV-D	\$37,000,000	\$39,000,000	\$40,000,000
Other	Child Support Fees	\$8,000,000	\$9,000,000	\$9,000,000
General Revenues	Allotment	\$13,014,933	\$13,014,933	\$13,014,933

When all plans have been added, click the save icon.

Total YR 2 Request	\$34,283,688	Total YR 2 Estimated Income	\$62,614,933
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PBAS - [BIEREVPL - Biennial Income Certification]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/27/2004 3:06:28 PM

Biennial Income Certification

Business Area: 0634

Division: [Dropdown]

Version: 1

Fiscal Year: 2006

Funds Center: 120

Fund: [Dropdown]

Add Revenue Plan

Funding Source	Fund Title or Description	Budget Amount	YR 1 Estimated Income	YR 2 Estimated Income
▶ Fund Balance	Estimated	\$1,319,684	\$600,000	\$600,000
Federal Revenues	Title IV-D	\$37,000,000	\$39,000,000	\$40,000,000
Other	Child Support Fees	\$8,000,000	\$9,000,000	\$9,000,000
General Revenues	Allotment		\$1,933	\$13,014,933

PBAS

Do you want to save the changes?

Yes No

Total YR 2 Request \$34,283,688 **Total YR 2 Estimated Income** \$62,614,933

Click yes to save the changes.

PBAS - [BIEREVPL - Biennial Income Certification]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: clwooley@PRODUCTION Date: 5/27/2004 3:05:56 PM

Biennial Income Certification

Business Area: 0634

Division:

Version: 1

Fiscal Year: 2006

Funds Center: 120

Fund:

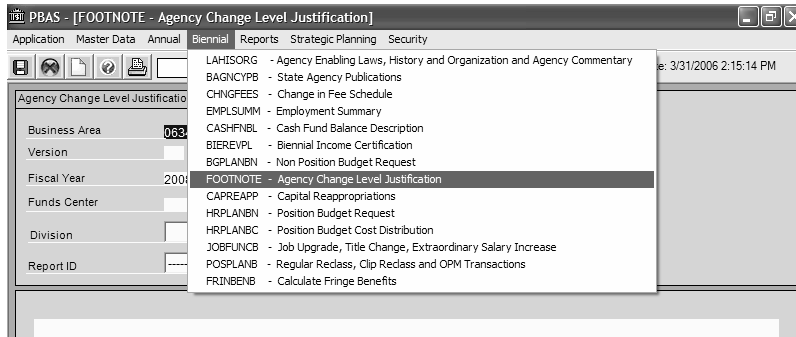
Add Revenue Plan

Funding Source	Fund Title or Description	Budget Amount	YR 1 Estimated Income	YR 2 Estimated Income
Fund Balance	Estimated	\$1,319,684	\$600,000	\$600,000
Federal Revenues	Title IV-D	\$37,000,000	\$39,000,000	\$40,000,000
Other	Child Support Fees	\$8,000,000	\$9,000,000	\$9,000,000
General Revenues	Allotment	\$13,014,933	\$13,014,933	\$13,014,933

The data is saved in the grid.

Total YR 2 Request	\$34,283,688	Total YR 2 Estimated Income	\$62,614,933
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FOOTNOTE – Agency Change Level Justification



Select Biennial from menu

Click FOOTNOTE – Agency Change Level Justification

PBAS - [FOOTNOTE - Agency Change Level Justification]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 3/31/2006 2:43:38 PM

Agency Change Level Justification

Business Area 0610

Version 1

Fiscal Year 2008

Funds Center 1df

Division

Report ID

----- SELECT REPORT -----

- APPSUMEX-Appropriation Summary -Ex Leg
- APPSUMRP-Appropriation Summary
- CHGLVLAP-Change Level By Appropriation
- DPTSUMEX-Department Appropriation/Program Summary -Ex Leg
- MGRVER-Manager's Verification Sheet
- PAYPLAN-Personal Services Matching Appropriation
- PRGSUMEX-Program Summary -Ex Leg

Enter Agency code, Version 1, Fiscal Year 2008 and Funds Center for Change Level Requests. Click the drop down arrow for Report ID and choose CHGLVAP – Change Level by Appropriation.

PBAS - [FOOTNOTE - Agency Change Level Justification]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 3/31/2006 2:24:49 PM

Agency Change Level Justification

Business Area 0634
Version 1
Fiscal Year 2008
Funds Center 120
Division
Report ID CHGLVLAP-Change Level By Appropriation

Designation	Justification Notes
C01	Due to the increased costs of gasoline, we need to request more appropriation for 02 Mileage Reimbursement. The rate has gone up by r

Designation is a required field

Choose the change level designation, and enter the justification for the change level request. Save.

PBAS - [BIRPTSLN - Biennial Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@UAT Date: 3/31/2006 2:39:23 PM

Report ID: ---- SELECT REPORT ----

Business Area: ---- SELECT REPORT ----

AGYCMINT ---- Agency Commentary

ANBURREQ ---- Analysis of Budget Request-EXVLEQ

APPSUMEX ---- Appropriation Summary-EX

APPSUMLG ---- Appropriation Summary-LEG

APPSUMRP ---- Appropriation Summary

APUBLISH ---- State Agency Publications

BCSRVPRJ ---- Career service projection report

BPOSAUTH ---- Total Positions Authorized

CDFSCRPT ---- Cash Fund Balance Description

CHFEESCH ---- Fee Change Schedule

CHGLVLAP ---- Change Level By Appropriation

CHRDETQ ---- Commitment Item Detail

CSTCTRSY ---- Cost Center Summary

DPAFISLG ---- Department Appropriation/Program Summary-Leg

DPSUMLGB ---- Department Summary Leg B

Version

Fiscal Year

Cost Center

To

You can view the information you entered in CHGLVAP – Change Level By Appropriation.

Report Viewer [CHGLVLAP]

Main Report

Change Level by Appropriation

Appropriation / Program: 1DF-Victims of Crime Justice Assistance-Fed
Funding Sources: FVD - Victims of Crime Justice Assistance

Agency Request

Change Level	2007-2008	Pos	Cumulative	% of BL	2008-2009	Pos	Cumulative	% of BL
BL Base Level	299,817	6	299,817	100.0	307,826	6	307,826	100.0
C02 New Program	12,423,438	0	12,723,255	4,243.6	12,423,438	0	12,731,264	4,135.8

Justification

C02 Merging two existing Base Level federal appropriations that are for the same program: 1DF and 2DF.

Page 1 of 18 Total Pages: 18 Zoom Factor: 100%

3-33

Special Language

- Special Language for the appropriation acts can also be entered through PBAS.
- The information will be copied from the previous appropriation acts. Users with the Approval Role will be able to edit or replace the information.
- The special language entered into PBAS can be viewed in the Special Language Report.